

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2015-230 **Issue Date:** 12-15-12 **Closing Date:** 01-06-16

Benefits and Risk Manager
Tribal Insurance
Department of Finance
Hourly Wage: \$36.79/Regular/Full-Time

The Benefits and Risk Manager is the director of insurance services responsible to procure insured policies for the Auto, Property and liability on behalf of the Yakama Nation and participating Yakama Nation Enterprises. The Benefits and Risk Manager is accountable for the design and provision of health, welfare and retirement benefits as outlined in adopted Tribal Resolutions. The position accomplishes this goal through the support of an internal benefits team, the utilization of brokers, actuaries, legal counsel, third party administrators, medical provider networks and system maintenance.

Knowledge, Skills and Abilities:

- Knowledge and ability to timely file all pertinent documents such as 1099's, retirement statements, actuarial reports both adopted and pending which may affect compensation and employee benefit programs.
- Knowledge and proficiency of HMO, PPO and major Medical plan design and administration.
- Knowledge of HCPCs, ICD-9-10, and other coding relating to medical billing and benefits.
- Knowledge of retirement plan terminology.
- Knowledge of the Group Health Plan Software used to process claims, and the governmental software used to update benefits and process payments to various vendors.
- Knowledge of the various Tribal Resolutions that adopted the Group Health Plan, 401 (k) Plan and the Safety Plan.
- Ability to demonstrate strong analytical skills.
- Ability to communicate effectively, orally and in writing, with all levels of personnel including employees, supervisors, elected officials, etc.
- Ability to negotiate contracts and administer various contract agreements.
- Ability to manage multiple complex projects utilizing standard project management tools and techniques.
- Ability to lead and motivate teams effectively.
- Ability to reconcile monthly Retirement Plan Financial statements, as well as quarterly 401K financial statements.
- Ability to demonstrate a high degree of personal integrity and be able to maintain strict confidentiality.

General Recruiting Indicators:

- Minimum of a Bachelor's Degree in health science administration, business or related field with at least five years experience in a health management supervisory position.
- A minimum of 10 years experience in a health and welfare benefits role with at least five years in a supervisory roles with responsibility for the development and implementation of various self-insured benefits may substitute for education.
- Required to pass a pre-employment drug and alcohol test.

Special Requirements:

- Must possess a valid Washington State Driver License with the ability to obtain a Yakama Nation Tribal Drivers permit.
- Required to pass a complete background and credit check.